



JOB ANNOUNCEMENT

POSITION: Administrative/Legal Assistant

LOCATION: County of Stanly
Central Administration
1000 North First St, Suite 10
Albemarle, NC 28001

SALARY: \$29,957 or D.O.Q.

HOURS: 37.5 hours per week

JOB SPECIFICATIONS: Work is characterized by its variety, complexity, and confidential nature. Work requires effective communication skills; knowledge of office operations, procedures, and technology; knowledge of legal terminology and procedures; ability to maintain and route records, contracts, and files; initiative, sound judgment and discretion in handling public contact situations and completing assignments; appropriate handling of sensitive and confidential information; and ability to independently make routine administrative decisions and answer inquiries by telephone and in person. Tact and courtesy must be exercised when communicating with the general public and elected officials.

MINIMUM QUALIFICATIONS: Any combination of education and experience as an administrative/legal assistant and/or paralegal sufficient to meet the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: Employee is subject to Pre-Employment Drug Screening. Must have a valid North Carolina Class C Driver License.

RECRUITMENT PERIOD: October 5, 2016 thru October 26, 2016

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 944 North First Street, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer

P| 704.986.3605

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001